

# REPORTS INVENTORY

CONTROL NO.  
DDS/RAB -7

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Forms Management Status Reports - Numerical alpha functional  
OPI

2. TYPE OF REPORT  
☐ STATISTICAL  
☐ NARRATIVE  
☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA  
☐ PERSONNEL ☐ TRAINING ☒ ADMIN. GENERAL  
☐ LOGISTICS ☐ SECURITY ☐ OTHER (specify)  
☐ MEDICAL ☐ FINANCE

4. NO. OF COPIES PREPARED 192  
5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly  
6. DISTRIBUTION (No. of components not number of copies) 48

7. FORMAT (memorandum, form, computer print-out, etc) Print Out  
8. ADP PROCESSING  
☒ YES IF YES GIVE ADP PROCESSING NO. 20006  
☐ NO  
9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report) RAB  
11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  
F 2969 Monthly Activities

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									Costs are charged to RAB-6 which is the basic input

### B. COSTS OF COMPUTER PRODUCED REPORTS

									\$7,200
TOTAL COSTS PER YEAR									\$7,200

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report begun in 1953

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

16. DATE OF INVENTORY

17. INFORMATION

18. EXTENSION